



City of Tempe

SIGN PERMITS

February 20, 2015

The City of Tempe Planning Division is happy to announce a pilot program for “over the counter” sign permitting. This program is currently available to all sign permit applicants. Details are outlined below.

Program Objectives:

- Provide faster review times
- Encourage applicants to provide a complete application at the time of submittal
- Facilitate open lines of communication between City Staff and our customers

Requirements for Over the Counter Sign Permitting:

- Applicant must schedule an appointment in advance, with Tempe Sign Permit Staff.
- Applicant must provide a completed sign permit application to include all required documents.
- Any additional research required by staff may result in increased review time.
- The project must meet City of Tempe design standards and Code requirements.

Additional Information:

The City of Tempe Sign Permit Staff will attempt to issue the permit at the time of the appointment, however does not guarantee the permit will be issued. At the time of the appointment, staff will communicate to the applicant what the concerns may be. This can be useful as a quick review of the application at the time of submittal. This typically offers an opportunity to discuss code or design considerations. **This should not be considered a full review of the submittal.**

Contact Information:

Dean Miller

480-350-8435

City of Tempe Planning Division

dean_miller@tempe.gov

31 East 5th Street Tempe